



WHAT'S NEW: Guidance on PHAS Waiver Process

As part of the Public Housing Assessment System (PHAS) process, a Public Housing Agency (PHA) is given the opportunity to waive its PHAS score, indicator score, or designation status.

WAIVERS

Pursuant to 24 CFR 5.110, a PHA may request a waiver of submission due dates, indicator scores, or its designation status. The purpose of a waiver is to defer submitting PHAS data past the PHA's submission date due to circumstances beyond the PHA's control.

Examples of waiver requests include:

- Natural disaster (fire, hurricane, tornado, flooding, earthquake, etc.) resulting in significant destruction to a PHA's properties, computer systems, or data, impeding its ability to submit PHAS data on time.
- Removal of a LPF and zero score due to circumstances beyond the PHA's control.
- IG/PIH investigation resulting in the delay or inability to submit PHAS data.

The following specifications must be met to submit a waiver request:

- The waiver request **must** include supporting documentation to warrant a waiver.
- If requesting to waive the audited submission due to Independent Public Accountant's (IPAs) inability to complete the audit on time, the PHA **must** submit a copy of the engagement letter documenting when the auditor was hired. *Please note that it is the responsibility of the PHA's Executive Director to ensure that the auditor submits FASS data in a timely manner.*
- A copy of the waiver request **must** be sent to the PHA's Field Office.
- In order to process the waiver in a timely manner, it is **highly recommended** that the waiver request be submitted 60 days prior to the PHA's PHAS submission due date.

For more information on appeal requests please see [24 CFR 5.110](#).

Waiver Requests Submittal

Please send all waiver requests to the PIH Assistant Secretary with attention to the PIH-REAC Director, with supporting documentation to the following address:

U.S. Department of HUD

Office of Public and Indian Housing (PIH) Assistant Secretary

Office of Public and Indian Housing Real Estate Assessment Center (PIH-REAC)

Attention: The PIH-REAC Director

550 12th Street, SW, Suite 100

Washington, DC 20410